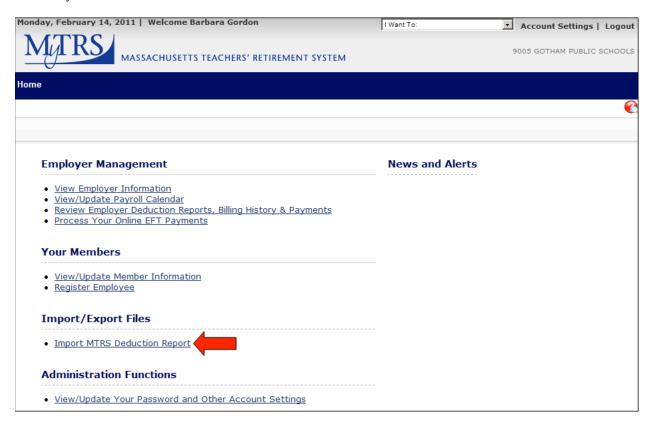
Deduction Reporting Part 1 - Imports

In this guided practice, you will learn how to:

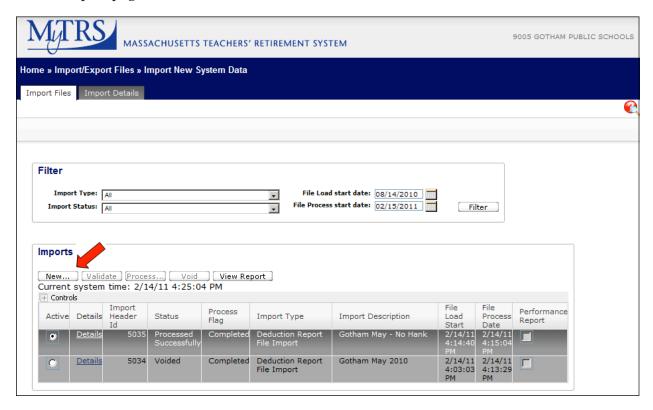
- import a new deduction report,
- process a deduction report import, and
- review and correct a file that is Processed with Errors.

Importing a deduction report

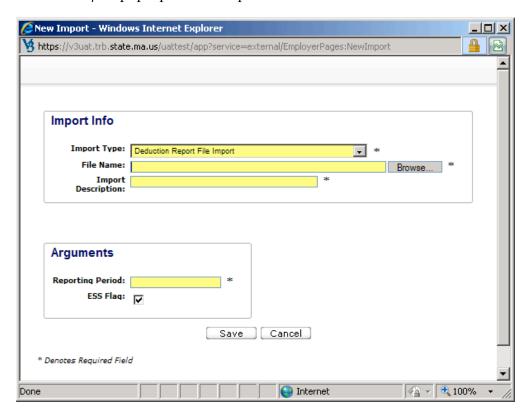
- 1) Log in to MyTRS. The *Home* page appears.
- 2) Click **Import MTRS Deduction Report** to navigate to the *Import New Systems Data* window (also in your "I Want To:" menu).



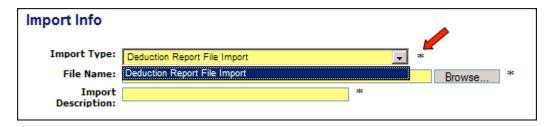
3) On the import page, click the **New**... button.



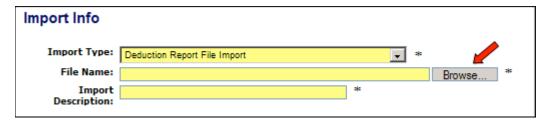
The New Import pop-up window opens.



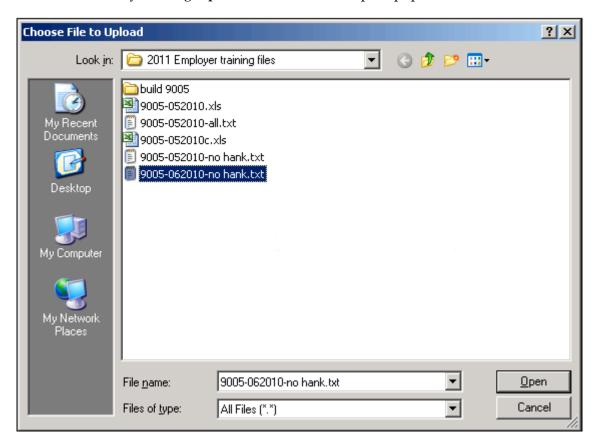
4) Select Deduction Report File Import from the **Import Type** pull-down menu.



5) Click Browse.



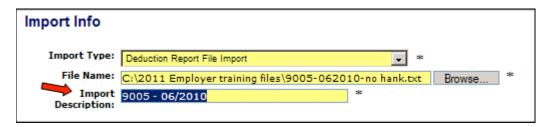
6) The *Choose File to Upload* window opens. Locate and select the deduction report import file on this window by clicking **Open**. The file name and path populate the **File name** field.



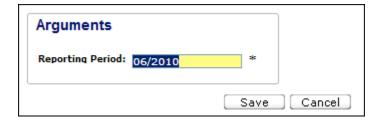
The file name and path populate the **File name** field.

Import Info	
Import Type:	Deduction Report File Import *
File Name:	C:\2011 Employer training files\9005-062010-no hank.txt Browse *
Import Description:	*

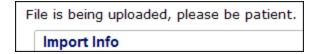
7) Enter the **Import Description**. We suggest the following format: employer code-report date (e.g., 9005-06/2010).



8) Enter the **Reporting Period** in the MM/YYYY format.



9) Click **Save** to initiate the upload. The "File is being uploaded, please be patient" message displays while MyTRS checks first-level validation requirements against the import file.



10) If your upload is successful, a pop-up confirmation message similar to the message below will appear and close.

```
The file has been successfully imported. Here is the summary information:

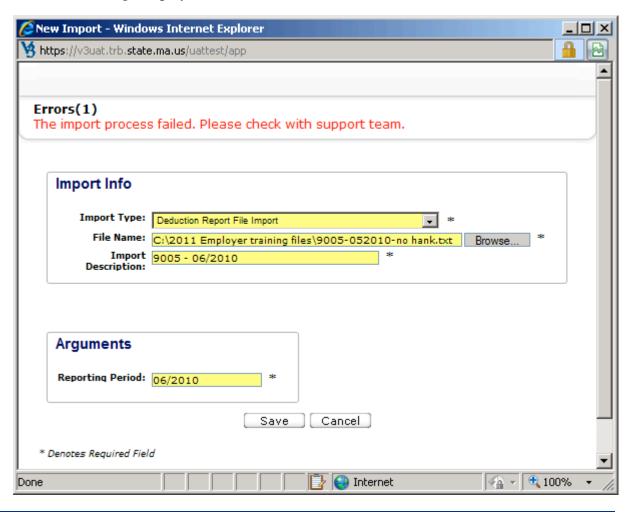
File Name: X:\v3_import_export\uattest\RGEORGE_02_15_2011_1297770954015_
hank.txt

Import Header 5036
Id:

Close

* Denotes Required Field
```

11) If an error message displays, click Cancel.



Note The most common reasons for format and structure test failures are importing the wrong file and creating the wrong month from third-party software.

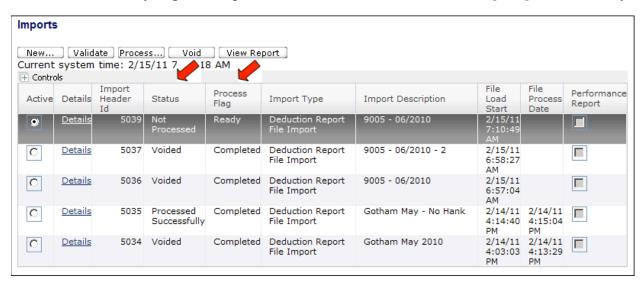
- 12) Try to load your file a second time in case you simply attached the wrong file, as shown in the example above in which a May 2010 file was attached to a June 2010 upload.
- 13) If you need to troubleshoot your file, close the *New Import* pop-up window and load your file into an external program or text editor such as Wordpad, Winword, Ultra Edit or a file correction program such as BERT to detect the error and/or correct the file. Repeat steps 6 through 12. After you correct all first-level validation errors, MyTRS will display the "successfully imported" message.

You have completed uploading a deduction report file import.

Processing a deduction report import

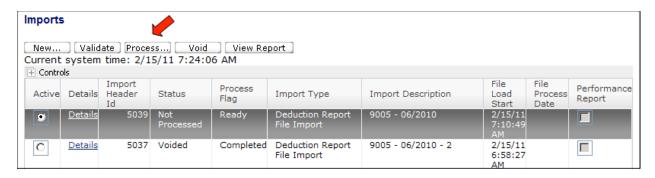
After successfully uploading a deduction report file import, MyTRS automatically opens the *Import New System Data* window. The Import Processing section displays the status of the import file.

The **Status** of a newly imported report is Not Processed and the **Processing Flag** is set to Ready.

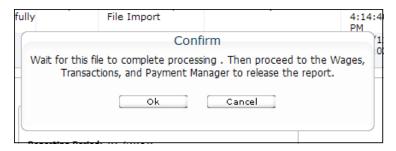


You are now ready to process the report (subjecting it to the second-level validation process).

- 1) Select the **Active** radio button for the report to process.
- 2) Click **Process...**

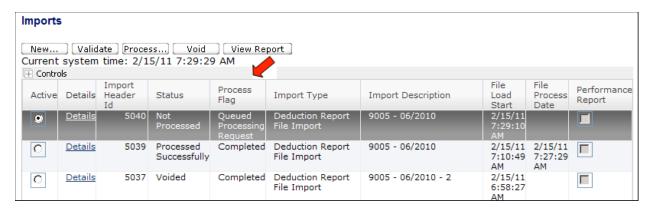


A processing instruction pop-up window appears.

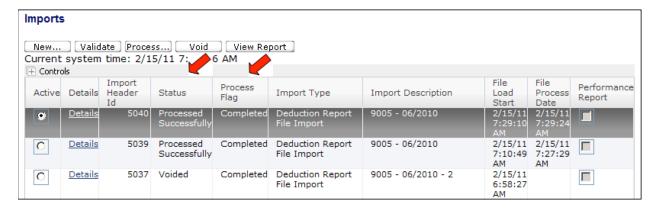


3) Click **OK** to confirm the message.

The Deduction Report Import file **Process Flag** changes to Queued Processing Request.



The Deduction Report Import file **Status** will automatically change to Processed Successfully if the file passes the second-level validation process. If errors are detected, the status will change to Processed With Errors. The next section will discuss resolving errors.



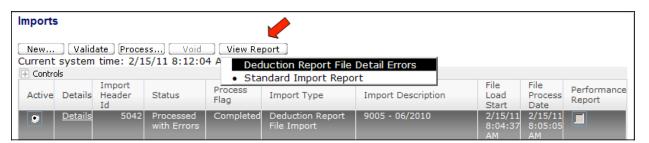
Reviewing and correcting a file that is Processed with Errors

When MyTRS locates errors during the file validation process, the import **Status** changes to either Processed With Errors or Validated With Errors, depending on which button you click to check your file. To complete your import, you need to either correct the errors in the *Import Details* window and re-run the validation process or void the import and load a corrected file.

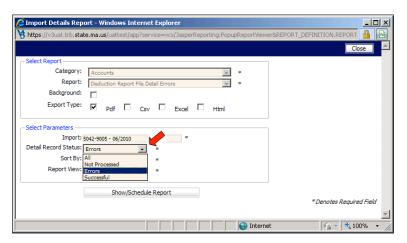
- **Note** For a complete list of possible import detail errors and what they mean, please see MyTRS Reference Guide 2 Reviewing Second-Level Import Validation Errors.
- **Note** If you prefer to void and replace this file, you will need to first choose to **Validate** your file before **Void** will be an option (even if your file is Processed with Errors). Files that are "processed with errors" cannot be voided.

Import file errors report

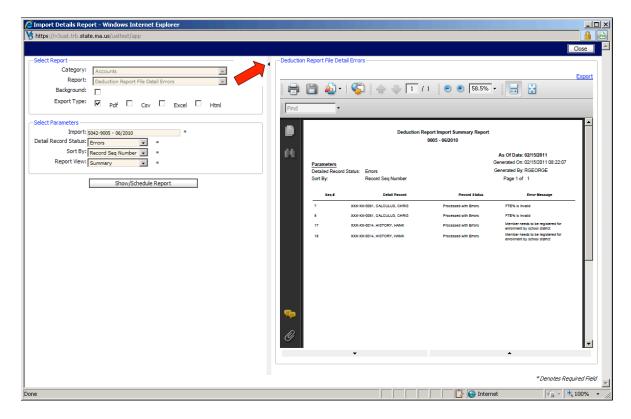
1) Click on **View Report** on the Import Files tab and select Deduction Report File Detail Errors from the selection menu that appears.



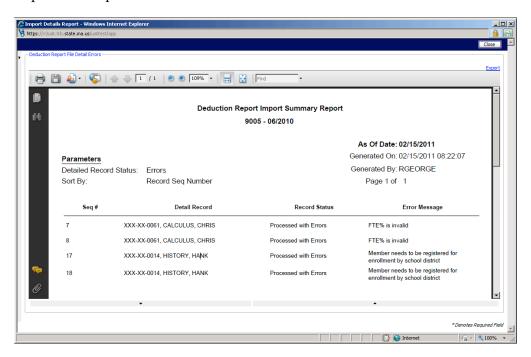
2) The Import Details Report pop-up appears. Select a **Detailed Record Status** of *Errors* in the **Select Parameters** section and click **Show/Schedule Report**.



If your report viewer pop-up is a split screen, click on the little gray arrow in the middle of the screen.



The report will expand within the window.

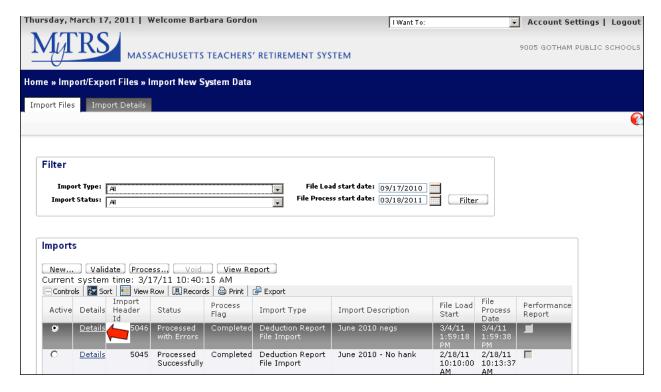


This error report can be saved, printed, or recreated as needed.

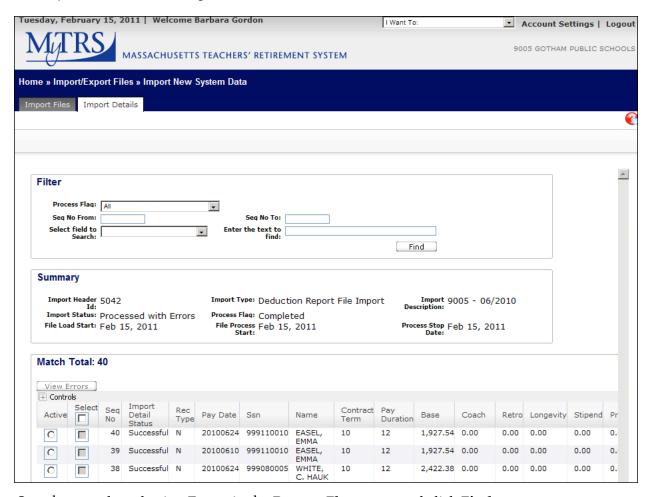
Viewing and correcting import file errors

While correcting a deduction report, it is a good idea to determine if the report should be corrected or voided and re-imported as a corrected file. To see what is causing your error output, open the **Import Details** tab for the report in question. To open your deduction file in the **Import Details** tab:

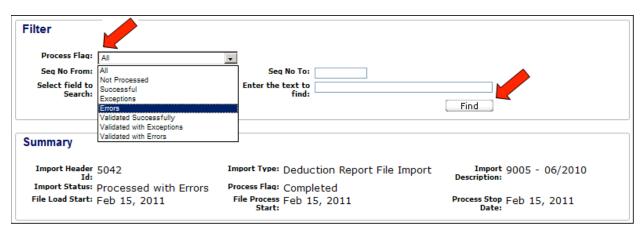
1) Click Details.

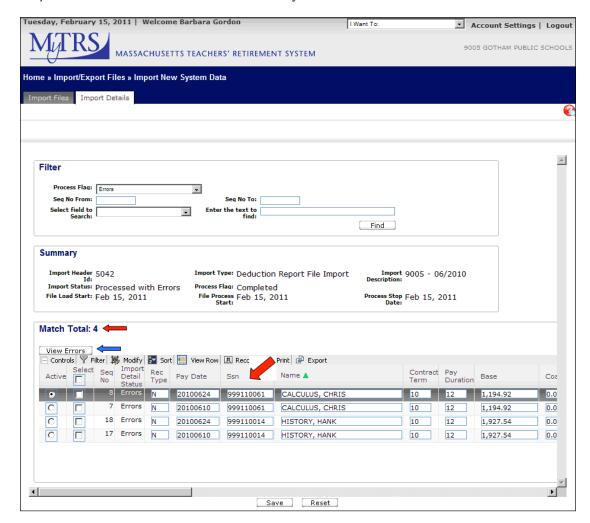


The Import Details window opens.



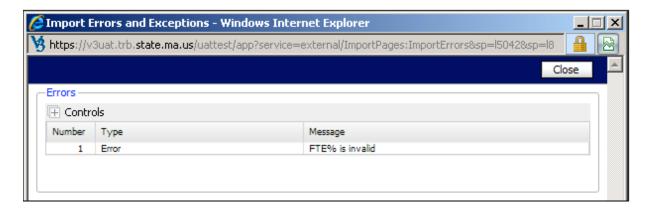
2) Sort the rows by selecting **Errors** in the **Process Flag** menu and click **Find**.



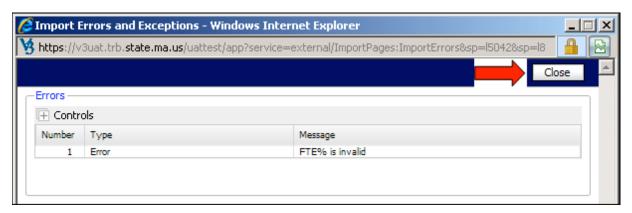


The *Import Details* tab will refresh to show only records with errors.

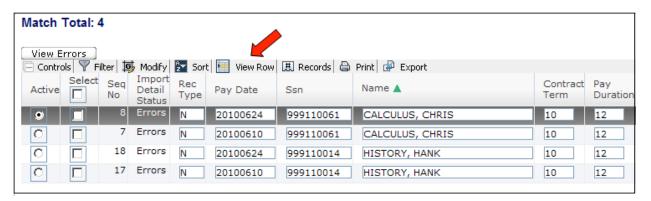
3) If you did not create an import file errors report while on the **Import Files** tab, select a row with an error and click **View Errors** (blue arrow) to see what errors exist within the record. The *Import Errors and Exceptions* pop-up window appears, displaying the errors for the selected row.



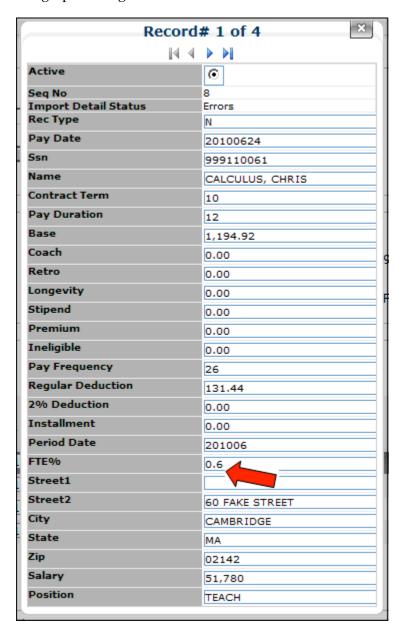
4) Return to the *Import Details* window by clicking **Close**.



- Note The error message Member needs to be registered for enrollment by school district needs to be corrected by registering your employee through the Register Employee link and re-processing your file on the *Import Files* tab. The error may alternatively be an indication that there is a problem with this employee's Social Security number, either in your deduction report or as previously reported to the MTRS.
- **Note** For an explanation of any error message, including a list of valid values for any field, see our reference guide to reviewing second level import validation errors.
- 5) To correct the error listed in step 4, start by reviewing the information in the member's record by scrolling right to the appropriate field or clicking on **View Row** in the controls toolbar to see the entire selected record in a snapshot view.



6) If you clicked **View Row**, the record will appear as a pop-up window. In this example, the error was caused by Mr. Calculus' FTE% being entered as a decimal rather than the required 3-digit percentage value.



7) In this example, the error can be corrected by changing the FTE% from 0.6 to 060.

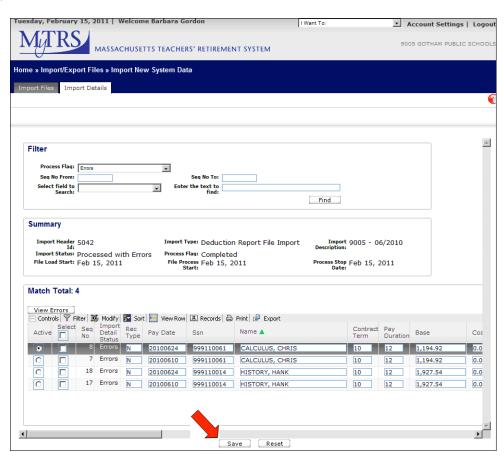


Note All values entered on this screen must match the file layout format. For instance, a part-time percentage of 50% must be entered as 050.

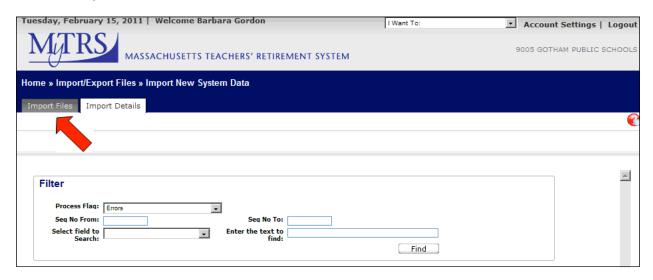
8) Most second-level errors will exist in each of the member's records on the report. Use the blue arrows to scroll through the records.



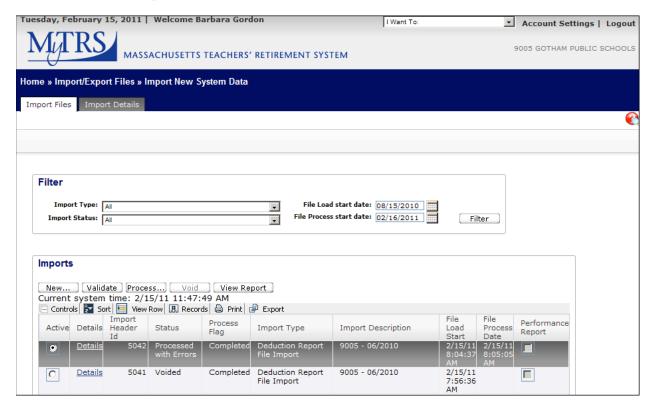
- 9) Repeat this process for each non-registration error shown on the *Import Details* window.
- 10) Click **Save** on the bottom of the screen.



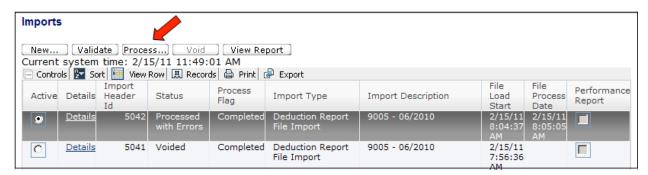
11) Click the *Import Files* tab.



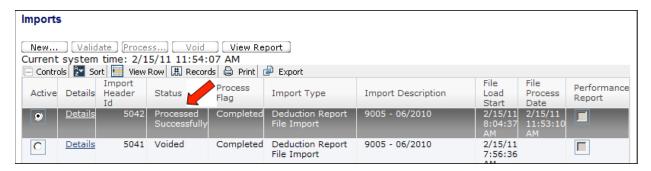
The *Import Files* tab opens.



12) Select the file you wish to re-process and click Process.



13) Repeat this process until all errors are corrected. Once all errors are corrected, the **Status** changes to Processed Successfully and your report is fully imported.



You have completed correcting import detail errors and successfully imported your file. Please proceed to Review Employer Reports, Billing History & Payments to review, validate, edit, and submit your deduction report. Please see our user guide Report Processing for detailed instructions.

You have completed this guided practice.